

**SPECIFICATIONS AND PERFORMANCE REQUIREMENTS  
FOR JANITORIAL SERVICES  
SDF ATCT/SDF SSC  
LOUISVILLE, KENTUCKY**

1. Premises to be serviced are as follows:
  - a. Air Traffic Control Tower Shaft and Tower Cab
  - b. Base Building
  - c. Floor Area and Type - Approximately 14,500 square feet:

(1)	Tile -	3,000
(2)	Carpet -	11,500
  - d. Rest Rooms - Four full; one 1/2, plus one in ESU Building
  - e. Stairways - 1 each
  - f. Kitchens - 1 each
  - g. Glass Doors - 9 each (5 single, 4 double)
2. General Conditions of Work:
  - a. The contractor shall furnish all labor and supplies of good commercial grade, acceptable to the Contracting Officer's Representative (COR). This includes, but is not limited to: tools and appliances, brooms, mops, applicators, waxes, soaps, toilet supplies, paper towels for kitchenette and toilets, and polishes. The contractor must furnish Material Data Safety Sheets (MSDS) for all chemicals, cleaning supplies, waxes, wax removers, etc. which are brought into the building.
  - b. All janitorial service shall be performed between the hours of 8:00 a.m. and 4:00 p.m. Carpet vacuuming will be coordinated with the Air Traffic Manager or Supervisor on duty in areas such as the TRACON and Tower Cab.

c. All work shall be performed in a workmanlike manner with a minimum of interference with the activities of FAA personnel.

d. All work performed under this contract shall be acceptable to the Contracting Officer's Representative.

e. Storage space for normal janitorial supplies will be furnished to the contractor. This area is to be kept neat and orderly.

f. A list of the names of the person(s) who will be assigned the cleaning duties at the Tower Building will be provided to the COR, who will provide copies to the AF SSC Supervisor and the AT Tower Manager. No other persons will be allowed in the building without prior approval.

g. The contractor shall provide a local area supervisor who will meet with the COR monthly to do an on-site review of the work being performed. This person will also act as the local point of contact for immediate resolution of problem areas.

3. General Schedule of Work:

a. Daily work is to be performed once each day, Monday through Sunday, including holidays.

b. Weekly, Bi-weekly, and monthly work is to be performed on whatever day of the week the contractor chooses (Monday through Sunday), provided that the periods between performance of this work are of approximately equal duration.

c. Bi-monthly work is to be performed in October, December, February, April, June and August.

d. Quarterly work is to be performed in August, November, February and May.

e. Semi-annual work is to be performed in October and April.

f. Annual work is to be performed in July.

(17) Outside Entrance Areas:

- (a) Police, pick up paper and other debris daily. Empty and clean outside ash trays daily.
- (b) Police parking lot monthly and sweep parking lot semi-annually.

Policing includes collecting and removing all loose paper, trash, rubbish, empty bottles, and other discarded materials; removing wads of gum, spots of tar, and other sticky substances from the floors; keeping the sand urns in a neat and presentable condition; tidying up as necessary any drinking fountains and glass surfaces located within the area being policed; mopping up any wet areas that may occur during bad weather or through spillage of liquids.

5. Semi-Annual Work:

a. Floor Waxing (October and April)

- (1) Strip and rewax all tiled floors, using a non-skid wax. Remove wax residue from baseboards, furniture legs and bases.

b. High Cleaning (July)

- (1) Clean lights, vents, grilles, exposed pipes and other objects high enough to require a ladder to reach. This includes all areas in the building.

c. Room Cleaning (July)

- (1) Shampoo and wet vacuum all carpeted floors. Work is to be done with accepted standard carpet cleaning practices.
- (2) Wash wastebaskets in a solution of water, synthetic detergent, odor counteractant and disinfect. Rinse, dry, and replace liners.
- (3) Furniture to be washed down or polished as applicable. All fabric covered items shall be vacuumed.



6. Annual:

a. Room Cleaning

- (1) Vacuum dust acoustical ceiling with a soft brush attachment.
- (2) Wash light fixtures using a mild detergent solution; wipe with a damp cloth; dry using a soft cloth.
- (3) Wash painted and ceramic tile walls and partitions. Furniture is to be moved and protected. Dust, then lightly wet the section being washed. Beginning at the top, wash with a solution of warm water and synthetic detergent; use a circular motion. Rinse using a germicidal chemical rinse.

7. Materials:

- a. Contractor will furnish all plastic container liners for the trash cans, toilet supplies and paper towels for kitchenettes.

8. Special Instructions:

- a. Tight vacuum all areas monthly.
- b. Damp wipe tables in Ready Rooms weekly.
- c. A schedule of daily, weekly, bi-weekly, monthly, quarterly, semi-annual, and annual tasks will be posted and initialed/dated by contractor when accomplished.

9. Special Contract Requirements

9.1 SECURITY.

- a. The Contractor, subcontractors, and each of his employees engaged in work under this contract shall execute Standard Form 85P, Questionnaire for Public Trust Positions (1 copy), and Standard Form 258, Fingerprint Chart (2 copies). Forms will be furnished by the Federal Aviation Administration.

- b. 9/11/2008 Executed forms shall be submitted to the Contracting Officer's Representative not later than the first day employees report to the Standiford Field ATCT for work. Employees without properly executed forms will not be allowed to work on the site until they comply with this rule.

## 9.2 EMPLOYEE IDENTIFICATION

- a. Contractor and subcontractor personnel shall present a neat appearance and be easily recognized. This may be accomplished by wearing distinctive clothing bearing the name of the company or by wearing appropriate badges, which contain the company name and employee name.

**SPECIFICATIONS FOR  
WINDOW WASHING/SUN SHADE CLEANING  
AIR TRAFFIC CONTROL TOWER  
AND BASE BUILDING**

**I. GENERAL**

1. Window Washing - ATCT Cab: (Monthly)
  - (a) Wash windows on inside and outside using a solution that will not freeze on the outside. Cleaners and detergents which leave a film, streak or stain will not be used. If a wet brush and squeegee method is used, provide drop cloths to protect equipment and window ledge from dripping and stains.
  - (b) This should be done on Saturday whenever possible and coordinated with the Tower Supervisor as to periods of lesser activity.
2. Window Washing - Base Building: (Semiannually)
  - (a) Windows will be washed inside and out with cleaners and/or detergents which do not leave a film, streak, or cause stains. Floors and furniture will be protected and window ledges wiped clean.
3. Mini-Blind Cleaning: (Semiannually)
  - (a) Use dust nozzle on vacuum cleaner, dry cloth, or lambs wool cloth and wipe blinds. A wet cloth must never be used.
4. Tower Cab Sunshade Cleaning: (Monthly)
  - (a) The normally exposed bottom area of shades shall be dusted or cleaned using a soft cloth (diaper or similar) or chamois that has been dampened with a non-abrasive liquid cleaner. When dusting, the worker shall wear clean cloth gloves or keep a soft cloth in both hands to prevent smudging with fingerprints.
  - (b) Cleaning Procedure: Tiny areas (not over one square foot at a time) must be worked in a circular motion. Apply a compatible shade cleaner to shade, rub hard with soft cloth without crinkling or denting shade. Some cleaners will "milk-up" if allowed to dry on the shade.

4. Detailed Schedule and Specifications of Work:

Follow attached Required Cleaning and Frequency Schedule.

a. Room and Floor Cleaning

(1) Dust all parts of offices, office areas, and adjacent corridors that can be reached from floor level. (This does not include electronic equipment.) Desks should be dusted only if cleaned off by using persons. Blackboards should be washed only if completely erased.

(2) Clean drinking fountains.

(3) Empty desk-type ash trays and wipe clean.

(4) Empty all urn-type, wall mounted, and/or floor ash trays.

(5) Empty wastebaskets.

(6) Dust mop all tiled floor areas, including exposed floor areas under furniture and equipment. Use chemically-treated mop or dust-down material.

(7) Vacuum all carpeted areas with industrial-type cleaner. Vacuum cleaner must be of the type that contains a HEPA filter.

(8) As needed, remove carpet stains that are of a minor nature; difficult stains will be commercially removed as arranged by contractor.

(9) Spot clean walls, panels, and doors daily.

(10) Clean top elevator landing and sweep down stairway between top elevator landing and tower cab and from ground level down to first floor

(11) Kitchenettes - clean counters daily. Spot clean walls. Clean vending machines, sinks and refrigerators daily. Replenish paper towels daily.

(12) In ready rooms and tower cab, clean interior of microwave ovens daily.

(13) Clean elevator door tracks weekly.



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	D2	D3	D5	D7	W	BW	M	Q	S/A	A
<b>Corridor (Heavy Use):</b>										
Clean Glass Doors										XXX
<b>Stairwell (Light Use):</b>										XXX
Vacuum/Sweep/Dust Mop Floor										XXX
<b>Storage/Receiving Room/Corridor:</b>										XXX
Sweep/Dust Mop Tile Floor										XXX
<b>Passenger Elevator Cab:</b>										XXX
Spot Clean Walls/Partitions										XXX
Dust										XXX
<b>Kitchenettes/Ready Rooms:</b>										XXX
Police										XXX
<b>Air Conditioning/Boiler Room/Engine Generator:</b>										XXX
Collect Paper and Trash										XXX
<b>TELCO Room:</b>										XXX
Vacuum Floor										XXX
Collect Paper and Trash										XXX
<b>ATCT Cab (Level IV):</b>										XXX
Dust										XXX
<b>Corridor (Heavy Use):</b>										XXX
Spot Clean Walls/Partitions										XXX
Dust										XXX
Clean Glass Walls										XXX
Clean Bright Metal										XXX
<b>Passenger Elevator Cab:</b>										XXX
Vacuum Floor										XXX
<b>Kitchenettes/Ready Rooms:</b>										XXX
Mop/Spray Buff Tile Floor										XXX
Dust										XXX
Clean Bright Metal										XXX
<b>Kitchenettes/Ready Rooms:</b>										XXX
Appliance Cleaning										XXX
<b>TRACON/ETG (Level IV):</b>										XXX
Dust										XXX
<b>Office - Less than 12 hours use:</b>										XXX
Clean Glass Walls										XXX
<b>Stairwell (Light Use):</b>										XXX
Dust										XXX
Vacuum/Sweep Floor and Steps										XXX
<b>Storage/Receiving Room/Corridor:</b>										XXX
Dust										XXX
<b>Passenger Elevator Cab:</b>										XXX
Clean Bright Metal										XXX
<b>Janitor Room:</b>										XXX
Mop/Sweep Floor										XXX

BW = Bi-weekly(every other week) - Performed on whatever day of the week the Contractor chooses (Monday through Sunday), provided that the periods between performance of this work are of approximately equal duration.

M = Monthly - Performed on whatever day of the week the Contractor chooses (Monday through Sunday), provided that the periods between performance of this work are of approximately equal duration.

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D2 - Twice a week - Performed on whatever day of the week the Contractor chooses (Monday through Sunday), provided that the performance of this work are of approximately equal duration.

D3 - Three times a week - Performed on whatever day of the week the Contractor chooses (Monday through Sunday), provided that the performance of this work are of approximately equal duration.

D5 - Five times a week - Performed on whatever day of the week the Contractor chooses (Monday through Sunday), provided that the performance of this work are of approximately equal duration.

D7 - Seven days a week

Weekly - Performed on whatever day of the week the Contractor chooses

(Monday through Sunday), provided that the periods between performance of this work are of approximately equal duration.

BW = Bi-weekly(every other week) - Performed on whatever day of the week the Contractor chooses (Monday through Sunday), provided that the periods between performance of this work are of approximately equal duration.

M = Monthly - Performed on whatever day of the week the Contractor chooses (Monday through Sunday), provided that the periods between performance of this work are of approximately equal duration.

Q = Quarterly - Work is to be performed in August, November, February, and May

S/A = Semi-annual - Work is to be performed in October and April.

A = Annual - Work is to be performed in July.